

approved 4/8/13

Franklin County Library Board of Trustees
Minutes of January 14, 2013, Meeting

Present: Regional Library Personnel: Kathryn Ames, Donna Brumby
Local Library Personnel: Emma Lecroy, Rosie Chitwood
Board Members: Wayne Miller, Darby Cannon III, Travis Moon, Logan Mathis, Rita Shoemaker, Debbie Flowers, Cheryl Slater, Ann Ashworth, Nancy White

- The meeting was called to order by Cheryl Slater.
- Minutes of the October 8, 2012 meeting were approved. Motion made by Darby and seconded by Logan.
- The meeting agenda was adopted. Motion made by Travis and seconded by Rita. Unanimous approval.
- There were no public comments.
- Royston library report was given by Rosie. She noted that the Royston-Franklin Springs Pilot Club donated two books in honor of two of their charter members. She also reported that her staff's participation in the online ARLS staff development went well with few glitches. Kathryn stated that it was time efficient and saved money with the only problem being that the participants could not always hear the presenters. Rosie also made a presentation at the Franklin County Commissioners planning meeting about the library's services, programs, and the new building project.
- Lavonia library report was given by Emma. She noted that her staff also participated in the online staff development and concurred with Kathryn and Rosie's opinions of the program.
- The Regional Director's report was given by Kathryn Ames. She presented the July 1, 2012-December 31, 2012 financial report. She stated that we have received fifty-three percent of our budget and that expenditures are on target. She stated that the auditors will come on January 15, 2013. She also noted that there is approximately \$25,000 in the Reserve Fund Equity which may be used at the libraries' discretion.
- In New Business, Kathryn also gave an update on the Royston construction fund. Currently, \$1,747,389.63 is available. Cheryl inquired if expenditures for building will be further broken down. Kathryn stated that they would. She also stated that one half of the money spent for the asbestos removal will be reimbursed through Maintenance, Repair and Renovation funding.
- Kathryn announced that Hot Dog Day will be January 29, 2013 at the Capitol to talk to legislators. The push will be for book money to be restored. Darby inquired who was invited; Kathryn said that it was for the whole region.

- A discussion ensued among the members about different strategies for asking the funding entities for monies for the upcoming year. The board's final decision was to ask for continued support or an increase if possible. Rita motioned and Travis seconded to ask the Board of Commissioners for extra funding. Unanimous approval. Kathryn stated that health insurance will be increasing and will have to be budgeted for. Also, Emma inquired about the protocol for salary increases for her part-time workers; since the salaries were coming from the reserve. Board members agreed to wait until April to make a decision on this issue.
- Kathryn stated that there is MRR money available for a 50/50 match if there is a problem. A Needs Assessment has not been done, but Emma said that the gutters at the Lavonia Library need repair. Cheryl will follow up with Lavonia city manager regarding city's needs assessment for the library.
- Cheryl reported that Wayne Miller and Cheryl Slater's terms will expire in June, 2013, but they are willing to be reappointed.
- In Other Business, the Royston Library Building Project Update was presented. Thus far, there have been four bidders with John W. Spratlin & Son being the lowest bidder; references are currently being checked. The architects need \$100,000 on contingency. The architects can look at value engineering to reduce total price of project. Kathryn stated that Ponder and Ponder will meet with Spratlin at a date to be announced and is asking the regional board to let the local board approve the contract. Rita motioned that a quorum of the local board be required for approvals regarding the final contract; Darby seconded the motion. Unanimous approval.
- It was called to the attention of the board that Harris Little had inquired if the internet wiring in city hall from a former proposed project was being paid for. Kathryn stated that it was not.
- Kathryn also stated that the strategic plan narrative has not yet been completed but will be completed by April. Donna put together a draft of the opening and distributed it to the members.
- Kathryn then asked if the committee wanted a formal groundbreaking for the new Royston library. Rita said that she would ask Mayor Jordan.
- Next meeting date was set for April 8, 2012, at the Royston Library.
- Travis made the motion to adjourn, seconded by Darby. With unanimous approval the meeting was adjourned.

Minutes prepared by Ann Ashworth, Secretary

approved 4/8/13

Franklin County Library Board of Trustees
Called Meeting February 4, 2013
Royston Public Library

Board Members: Rita Shoemaker, Logan Mathis, Wayne Miller, Travis Moon, Nancy White, Darby Cannon III, Cheryl Slater.
Royston Branch Manager: Rosie Chitwood
City of Royston: David Jordan, Gloria Brown
Athens Regional Library: Kathryn Ames, Donna Brumby
Ponder & Ponder: Carmen Ponder

- Cheryl Slater called the meeting to order.
- Carmen Ponder noted that the value engineering process used by the architects and low bidder to find additional savings was a team effort. The list of savings was presented to Kathryn Ames, Nate Rall, Rita Shoemaker, and Cheryl Slater at a meeting held at Athens-Clarke County Library main branch on January 30, 2013.
- The items considered in the value engineering process are:

	\$	1,750,000 Original Overall Budget
minus	\$	114,000 Professional fees
	\$	1,636,000 Available for construction, FFE, and contingency
minus	\$	183,391 Current Estimate for FFE (including some re-use of shelving, etc..)
	\$	1,452,609 Available for construction and Contingency
minus	\$	1,439,000 General Contractor's Bid
	\$	13,609 Available for Contingency after Bid
plus	\$	81,800 Value Engineering Items from below
	\$	95,409 Available for Contingency with Value Engineering Items

Value Engineering:

	Used	Not Used
1.	\$ 8,300	Eliminate 16 reading chairs and use courthouse chairs
2.	\$ 26,000	Change ground face CMU to Brick or \$ 20,500 Change ground face CMU to Split Face Block
3.	\$ 17,000	Change metal panels to EIFS or \$ 8,500 Keep Alucoil Metal Panels (this deduct is from pricing)
4.	\$ 7,500	Change Brand of Metal Canopies from Mapes to Mitchell Metals \$ 5,000 Reduce the size of the Front Canopy \$ 5,000 Omit Canopy at the Loading Dock
5.	\$ 1,400	Change Rubber Flooring in Children's Area
6.	\$ 7,000	Substitute Acoustical Ceiling tile selection
7.	\$ 7,000	Use alternate 2 x 4 lay-in Light fixture
8.		\$ 4,700 Use Alternate lighting fixtures -other fixtures
9.	\$ 2,500	Substitute Drytek product for Concrete Topping
10.		\$ 3,500 Eliminate Landscaping around building

11.	\$	1,600		Substitute screen product for mechanical units on roofs
12.			\$ 1,500	Change slider front doors to swinging storefront doors
13.	\$	1,000		Change Ductless HVAC unit from P to M series in Storage areas
14.	\$	1,000		Omit Exterior Duct Wrap on Interior Lined Ductwork
15.			\$ 2,500	Use Densglass (with building wrap) in lieu of plywood (under brick)
16.			\$ 200	Eliminate electrical floor boxes (price per box)
17.	\$	1,500		Use MC cable in lieu of hard conduit in some places.
	\$	81,800		"Used" Value Engineering Items
			\$ 22,400	"Not Used" Value Engineering Items (not including "or's")

Total savings from the general contractor through the VE process are \$73,500 (\$81,800 minus \$8,300 for use of courthouse chairs).

- Computer cabling, security system, moving expenses, and "hidden surprises" must come from the contingency fund.
- The contractor quoted the cost for raising the SERE value of the HVAC system from 12 to 15 will be \$4,890.
- Next task will be to finalize the FF&E budget with the interior designer. Bids are still being sought for the checkout desk.
- Final figures as a result of the VE process, first change order, and expected contingency are:

\$1,439,000	General contractor's bid
73,500	less VE process changes (excluding furniture)
\$1,365,500	General contractor's bid and first change order
\$ 137,109	Contingency before deductions
15,000	less Estimate for data/computer cabling
5,000	less Security system
20,000	less Moving estimate
\$ 97,109	Contingency after deductions

- The contractor has been given notice to proceed. The contractor has nine months to complete the job but feels it can be done in about seven months.
- Rita moved and Travis seconded a motion to accept the value engineering items as proposed and change order 1. Unanimous approval by board.
- Rita moved and Darby seconded a motion to produce change order 2 to update SERE value of HVAC system from 12 to 15. Unanimous approval by board.
- Future change orders will come from Carmen to Kathryn with Carmen's recommendation. Regional board members from Franklin County (Rita Shoemaker, Wayne Miller, and Cheryl Slater) will approve future change orders.
- The City of Royston expressed concern about completion date because they need to know when they can move from their temporary quarters. Demolition is expected to take less than one week. Construction schedule will be available at the pre-construction meeting which should happen within a week. Early voting will start in October and space will be needed for three people to handle this. The City needs to be moved to another temporary location in July-August time frame.
- Contractor will handle construction draws each month on the 26th. Kathryn needs to let the City know when this happens so they can get match money for the USDA grant. ARLS must submit proof of purchase of computers and the City provides its match.
- It was decided that groundbreaking will be held Monday, February 18 at 11:00. David noted that Georgia's lieutenant governor want to know when the grand opening is scheduled.
- Travis made a motion and Nancy seconded adjournment of the meeting.

approved 4/8/13

Franklin County Library Board of Trustees
Called Meeting March 20, 2013
Royston Public Library

Board Members:	Debbie Flowers, Rita Shoemaker, Wayne Miller, Cheryl Slater
Royston Branch Manager:	Rosie Chitwood
Athens Regional Library:	Kathryn Ames, Donna Brumby, John Monk
Interior Designer	Renee Severson
City of Royston	Greg Scott

- Cheryl Slater called the meeting to order.
- The issue of the help desk was discussed. Cheryl read a memo from Carmen Ponder regarding her conversation with Spags Cabinet Shop who had been asked if they were interested in building the help desk. According to what Carmen reported, Spags does not work with the high pressure laminates that public libraries need for durability. Most of their work is done in wood which would not be recommended for this particular application. They also do not have experience with library fixtures and are unfamiliar with the requirements needed for the help desk. Carmen concluded that this option does not appear to be feasible.

Renee presented photos of two different vendors who provide this type of furniture. The first was Palmieri for a cost of \$13,950. There is a ten year warranty with this vendor. The second vendor is Gaylord for a cost of \$13,500 with a five year warranty.

Kathryn noted that there needs to be a scuff guard at the bottom of the help desk and that a cash drawer is needed.

Greg Scott told attendees of one other potential local vendor—Royston LLC—because this firm has done commercial work.

Renee also said that 12 rocker chairs from the Lexington library are suitable for reuse in the new Royston Library. That would leave six to be purchased new.

Cheryl made the motion, Rita seconded, and board members unanimously approved the following:

Renee will call Royston LLC to see if they are interested in building the help desk.
If they are not suitable or are not interested, the board selected the Palmieri desk.
The suitable rocker chairs from Lexington library will be used at Royston library.

The puppet theater was mentioned. It is not budgeted at this time (cost approximately \$400). The board decided to wait and see how the budget looks before deciding on this addition. There is the possibility that a donation could be sought to acquire it.

- Cheryl adjourned the meeting.

approved 4/8/13

Franklin County Library Board of Trustees
Called Meeting March 15, 2013
Royston Public Library

Board Members: Rita Shoemaker, Darby Cannon III, Logan Mathis, Nancy White, Travis Moon, Debbie
Flowers, Cheryl Slater
Royston Branch Manager: Rosie Chitwood
Athens Regional Library: Kathryn Ames

- Cheryl Slater called the meeting to order.
- Kathryn told board members about the upcoming Owner/Architect/Contractor walk-through of the construction site which will be held on April 2 at 10:00. Board members are invited to come.
- Board members looked at brick samples provided by the contractor and unanimously decided to select the darker colored brick for use in the build-outs on the front of the new library.
- Another called meeting will be held on Wednesday, March 20, at 10:00 to finalize outstanding furniture issues.
- Cheryl adjourned the meeting.

approved 7/8/13

Franklin County Library Board of Trustees
Minutes of April 8, 2013, Meeting

Present: Regional Library Personnel: Kathryn Ames, Donna Brumby
Local Library Personnel: Emma Lecroy, Rosie Chitwood
Board Members: Wayne Miller, Darby Cannon III, Travis Moon, Rita Shoemaker, Debbie Flowers, Cheryl Slater, Ann Ashworth, Nancy White

- The meeting was called to order by Cheryl Slater.
- Minutes of the January 14, February 4, March 15, and March 20, 2013, meetings were approved. Motion made by Rita and seconded by Debbie. Approval was unanimous.
- The meeting agenda was adopted. Motion made by Darby and seconded by Wayne. Approval was unanimous.
- There were no public comments.
- Royston library report was given by Rosie. She noted that the awards ceremony for the Creative Writing contest would be held on April 12, 2013.
- Lavonia library report was given by Emma. She stated that programs for the summer reading program had been planned through three weeks of July. She also noted that the Reptile Wrangler would be featured in a program in May. Both Emma and Rosie discussed the availability of free passes to the Museum of Puppetry Arts, national parks, and the Atlanta Zoo. Rita suggested that advertising be given for these services. It was noted that at this time there were no passes for the Georgia Aquarium or Braves games.
- The Regional Director's report was given by Kathryn Ames. She stated that we have received close to seventy-five percent of our budget and that although the telephone budget is over, the e-rate will be coming in shortly. No funds have had to be transferred from the reserve, and the fund equity is in good shape. She also announced that the libraries will receive a USDA grant which will pay for \$50,000 in computer equipment. Darby asked if the insurance bill had passed legislature. Kathryn stated that it did not; therefore, health insurance will go up. However, there were no further budget reductions. Kathryn stated that MMR was approved for \$25,000 to repair the Lavonia library facade. She also announced that on "Hot Dog Day," a request was made for two million dollars to be placed in the state budget for new computers for libraries. Fourteen new computers will be placed per location. Governor Deal has to sign the legislation by early June. Kathryn also noted that she had attended the 100 years celebration of the Athens Clarke-County library on April 7.
- In New Business, Rita and Cheryl reported that they had gone to the various funding entities but did not expect additional funding. Kathryn and Cheryl led a discussion about the funding of the upkeep of the Lavonia library and that Gary Fersperman

needed to be consulted about the decaying facade. Rita reported that when it was one time mentioned to move the facility to another location, people opposed. Gary had made the suggestion to make the library a museum and relocate the library, but nothing had ever been decided.

- An officer nominating committee consisting of Cheryl, Debbie, and Nancy was formed to elect a new slate of officers. A meeting time was to be determined later.
- In Other Business, Cheryl stated that the next OAC walk through of the Royston library would be on May 7th. The expected completion date is September 30, 2013. It was noted that in the Field Report Number Two that Item I "Potential Change Orders" was necessary because of the potential of existing asbestos in the existing roof. Therefore, a new roofing membrane will be placed over the existing roof in order to not disturb the existing roof. Cheryl stated that the Royston City Manager had been made aware of this issue. Darby inquired if all the furniture issues have been resolved. Kathryn stated that the size of the circulation desk had been reduced to two stations and a self-checkout station, thereby costing \$12,000 instead of \$14,000. Spanoli and Royston cabinets stated that they were not able to meet the specifications needed for the desk.
- A discussion of the placement of the existing plaques and the formation of the new dedication plaque resulted in a decision to consult the Roberta Brown family and Mayor David Jordan. Pictures were shown to the board of various plaques (Madison County library, Royston Wellness and Community Park, City of Lavonia Recreation Park ball fields) to facilitate decisions. Cheryl volunteered to type out a template and send it out for comments. Rita volunteered to check with the Brown family and Mayor Jordan. Cheryl made a motion and Darby seconded these actions. A committee consisting of Rita as chairperson, Debbie and Travis was formed to start planning the grand opening. A motion was made by Wayne and seconded by Nancy to approve the committee.
- Donna presented the strategic plan. A fourth goal had been added to the previous draft. Kathryn stated that input was needed from Gary for objective 4.1. Cheryl asked that the approval of the strategic plan be tabled until July to give board members time to review the plan. Cheryl made the motion with Darby seconding. Travis asked if the Lavonia Carnegie Library was still viable as a library. Kathryn said that it was and a feasibility study has been done; however, updates will be expensive and will take more than what the city has in SPLOST. Another issue in updating the library is the closing of the road. Cheryl asked to get a copy of the feasibility study. It was also decided that Cheryl and Kathryn will check on the possibility of utilizing a historic preservationist to get funding since the library is a Carnegie library.
- With no other business, the next meeting date was set for July 8, 2013, at the Lavonia Carnegie Library.
- Nancy made the motion to adjourn, seconded by Rita. With unanimous approval the meeting was adjourned.

Minutes prepared by Ann Ashworth, Secretary

approved 10/14/13

Franklin County Library Board of Trustees
Minutes of July 8, 2013, Meeting

Present: Regional Library Personnel: Kathryn Ames, Donna Brumby
Local Library Personnel: Emma Lecroy, Rosie Chitwood
Board Members: Logan Mathis, Debbie Flowers, Nancy White, Rita
Shoemaker, Travis Moon, Darby Cannon, and Cheryl Slater

- The meeting was called to order by Cheryl Slater.
- Minutes of the July 8, 2013, meeting were approved. Motion made by Darby and seconded by Nancy. Approval was unanimous.
- The meeting agenda was adopted. Motion made by Rita and seconded by Debbie. Approval was unanimous.
- There were no public comments.
- Royston library report was given by Rosie. Lindsay has resigned and the opening has been posted. The City of Royston installed a security system. There appears to be better attendance at the Summer Reading Program this year. The copier is out of order and they are working to get a new one. Books are being tagged with RFID tags in anticipation of the move to the new library. The outside book return has been ordered. Rosie also gave an update on the technology boot camp she attended (a three-day workshop held at Unicoi for people interested in library technology).
- Lavonia library report was given by Emma. The summer programs have been well-attended but the reading program attendance is down somewhat. Emma recently went to Athens for annual PINES training. The recently held Festival of Authors was very successful.
- The Regional Director's report was given by Kathryn Ames. The financial report showed that numbers are on target. The e-rate reimbursement hasn't yet been received. Kathryn noted that the USDA funds granted for the Royston library need to be spent soon. The self-check units have been ordered as have the security gates. Volunteers are needed to help with RFID tagging of all the books at Royston. The MRR grant was approved by the state with a total of \$50K approved (a \$25K grant with a \$25K match by the City of Lavonia). Kathryn said that a meeting needs to be held with Lavonia City Manager Gary Fesperman to talk about Lavonia Carnegie Library's infrastructure needs. Regarding the 2014 budget, Cheryl noted that the county allocated \$32,500 for the libraries, which is an increase. Regarding health insurance, the new budget will show Rosie added to insurance plan beginning 1/1/2014. Teacher Retirement System costs will be going up, and health insurance will increase \$100 per month. We also need to look at salary improvement for our library employees.
- Logan moved that we accept the 2014 budget as a draft until we hear what allocation the Board of Education makes. Rita seconded the motion and all approved.

- Cheryl reported on action taken by the Officer Nominating Committee: Rita was nominated as senior co-chair, Darby as junior co-chair, Travis as vice chair, and Ann as secretary. Debbie moved that we accept this slate of officers, Nancy seconded, and all were in favor.
- Rita gave a report from the Grand Opening Committee. They are looking at mid-October, most likely a Sunday afternoon so more people can attend. She passed around a list of proposed invitees for members to review and add to. Speakers will be lined up, and the Friends of Royston Library will help with refreshments. The Friends will also sponsor a fund raising project of selling memorial brick pavers. Rita asked members of the Grand Opening Committee to meet after adjournment of the board meeting.
- Regarding the strategic plan—after the board has approved the direction, the library director and branch managers will meet to determine the specific objectives. They will report to the board periodically on progress toward meeting plan objectives. The Carnegie Library was added to item 4.1 to assess the facility needs. Under item 2.2, board members wanted to add investigating additional sources of funding for materials. Rita moved that we make these two additions, and Darby seconded.
- With no other business, the next meeting date was set for October 14, 2013, at the Royston Library.
- Travis made the motion to adjourn, seconded by Nancy. With unanimous approval the meeting was adjourned.

Minutes prepared by Cheryl Slater, senior co-chair.

approved 1/13/14

Franklin County Library Board of Trustees

Minutes of October 14, 2013, Meeting

Carnegie Library in Lavonia

Public Comment: Gary Fesperman, Lavonia City Manager

Library Staff: Rosie Chitwood, Emma Lecroy, Donna Brumby

Board Members: Travis Moon, Debbie Flowers, Rita Shoemaker, Darby Cannon, Logan Mathis, Cheryl Slater

Board Senior Co-Chair Rita Shoemaker called the meeting to order.

Minutes of the July meeting were unanimously approved, with a motion by Darby and second by Logan.

The agenda for today's meeting was unanimously approved, with a motion by Cheryl and second by Debbie.

Guest Gary Fesperman spoke in the public comment section of the agenda. He said that the city is focused on improvements to the outside of the Lavonia Carnegie Library. The plan is to take all the current landscaping out as well as to remove the dogwoods that obscure the front of the building. This is being done at the recommendation of the representative from the State Historical Society. The next improvement is to remove the vinyl fascia boards from the front. New guttering that is historically friendly to the building's appearance is being considered. The final aspect is to rework the sidewalk system in front of the library to avoid water flowing toward the building. The outside work will be done in conjunction with the city's renovation of the cannery across the street. Gary is seeking the library board's help to identify year-round uses for the meeting room/classroom areas of the cannery building in order to facilitate getting grant money for the project. Estimated expense for the renovations are \$76K for the cannery exterior, \$25K for first phase of library exterior renovation, and \$55K for the second phase which will include landscaping. Gary brought to the board two options for the exterior of the library: applying sealer to the brick or painting the brick. He stated that it would not be historically correct to paint the brick and feels the sealer is a good first option.

Gary needs the board to make two decisions: the first concerns uses of the library rooms at the cannery and public use. He personally sees this building as limited to city usage or library usage but not for public use; and board approval for either sealer or paint on the library brick. Rita promised that the board would decide and let him know results this afternoon.

Rosie gave the Royston local library report, noting that book tagging is in progress, Lindsey went to Teen Week at the high school, the Royston Friends met at a member's home, the book club also met at a member's home, staff development day is coming up, preparations are being made for the summer reading program, Royston FOL are selling memorial bricks to put in front of the new library, the final

OAC walkthrough will be held at the end of the month, and staff are generally working around the construction, closing, and move requirements.

Emma gave the Lavonia local library report. All staff are going to staff development day this year, and the new employee will lead a book discussion group as part of the day's activities. She noted that the Georgia Mountain Regional Commission workforce development mobile lab will be in the Lavonia Library parking lot on November 4, 2013.

Donna Brumby gave the Regional Director's Report. She began by reviewing the financial report, and then noted that there are no dollars in the FY2015 state budget for materials. She asked board members to contact our legislators to express our concern about this lack of materials funding. She said that state money has recently been used for on-line resource support and software. Without this money it is not clear how this support will be provided in the future. MRR money for electronics was approved, and Lavonia will get new computers and a printer. All of this approved MRR money will go to Lavonia because Royston had a grant that covered new computers for that library. If all computers in Lavonia cannot be replaced, software upgrades will be made to them. She said that the topic for this year's staff development day is "Working Well with Each Other".

The board began discussing uses for the library area of the cannery. It was noted that the current meeting room at the Carnegie Library is structurally sound so that it could be repurposed as the children's area or computer room. It was suggested that weekly library programs should stay in the original library. Some suggestions for use of meeting space at the cannery were: Board of Trustees meetings, Friends meetings, book clubs (2), youth art program display and children's art, life-long learning activities from the strategic plan, meet the author events, Ferst Foundation literacy fair and regular meetings, placement of a literature rack to promote upcoming events, potential summer reading programs, craft programs, young adult programs, and education programs related to cannery history. Logan noted that we need to insist that the library have exclusive booking rights to the library's large room in the cannery building.

The board approved changing its meeting location in Lavonia from the library to the cannery building when it is ready. Cheryl made the motion, Darby seconded, and the motion was unanimously approved. A decision will be made later on how to use the former meeting room in the library.

The board next considered new policies that will be needed at Royston for the new library. Regarding the meeting room, it was recommended that we keep the policy the same as it is currently and relook at it in the July meeting.

Regarding bulletin boards in the new library, board voted unanimously to reserve these for library use, library partner use and funding government agency use. Travis made the motion and Debbie seconded it.

Regarding food and drink in the building, the board recommended keeping the current policy which allows this only in designated areas. The library staff determines what the designated areas are.

Regarding computer lab use, the board unanimously approved the following: The library would reserve the area for class/group instruction in advance. Otherwise, the room is available all hours the library is open on a first come/first served basis. Darby made the motion and Debbie seconded it.

Lavonia MRR grant money is \$13.5K. Kathryn Ames is also working to obtain 90/10 funds to help cover renovation costs of the Carnegie library.

Royston library update: The carpet is in, Ty Cobb monument is in place, the city will place sod in front of the site, and the sidewalks have been poured. The grand opening is scheduled for November 17 at 2:00 p.m. Guest speakers will include Alan Powell, John Wilkinson, and Frank Ginn. The Royston Friends will provide refreshments.

Rita noted that Ann Ashworth has resigned her position on the board and this leaves the secretary position open. A replacement will be named at a later time. There are currently two open seats on the board, one for the City of Canon, and one for the BOE.

The next board meeting is at Royston on January 13, 2014.

Darby made the motion to adjourn, Travis seconded it, and it was approved unanimously.

Minutes prepared by Cheryl Slater.